

Approved as amended Jan. 10, 2012

**Town Meeting Coordinating Committee  
Meeting of Monday, November 28, 2011, 7:00-9:00 pm  
First Floor Meeting Room, Town Hall**

Present: Peggy Roberts, Nonny Burack, Adrienne Terrizzi, Mary Streeter, Carol Gray, Patricia Holland, Alan Powell.

Peggy called the meeting to order at 7:12 PM.

**Brooks Resignation:** Harry Brooks formally resigned, and Town Moderator Harrison Gregg appointed Alan Powell to replace him. Alan still needs to be sworn in.

**Planning for Winter and Spring Work:**

- Calendar Update: The Select Board will sign the warrant for Spring Town Meeting on March 30, 2012. The Warrant Review will be held April 3<sup>rd</sup> in the Town Room. The master calendar needs to be changed.
- Projects:
  - a. Informational Forum: Carol reserved the Large Meeting Room at the Jones Library for Jan. 26, 2012, 7 PM. She has drafted a flyer. Adrienne will look into it being broadcast. The consensus was to have four or five present TM members talk about why they enjoyed being members, and to have a common concerns and queries, if no one else did, and there would be refreshments. There would be a map of the precincts. Carol moved that the format would be informal and that Adrienne and Carol will make up the subcommittee on this forum. Motion approved unanimously.
  - b. Bus Trip: Carol wants to make sure video, not just still shots, is taken of the sites at issue on the warrant. Alan volunteered to take the Amherst Media training. Adrienne moved that TMCC pay the cost of his training. Motion approved unanimously.
  - c. Better visuals for TM: Peggy reported that John Musante wants to explore improvements, and she also suggested the creation of a style sheet or advice on presentation of visuals.
  - d. Precinct meetings: We reviewed Mary's report on the evaluations of precinct meetings. Adrienne suggested. Alan thought we should not include representatives of town departments to present budgets or proposals but thought their presence to answer questions is vital. Nonny suggested we emphasize bringing questions to the meetings.
  - e. Review of Task Lists: Each of us should write up what tasks we did and create a list of what needs to be done.
  - f. Project Assignments: There was not enough time to review assignments.
  - g. Meetings with Town Staff and Town and TMCC Elections: Peggy will contact Sandra Burgess to review TM issues, particularly the ballots and process for TMCC election.
  - h. Scheduling of Meetings: The next meeting will be January 11, 2012, from 10 AM to noon.

**Review of Open Meeting Law:** We should check for updates. The Attorney General has approved remote participation with local approval, but the Select Board has not yet approved it. On the issue of deliberating policy by email, we agreed that was not allowed but scheduling meetings was allowed.

**TMCC Page on Town Website:** Not discussed for lack of time.

**Minutes of October 25 and November 17:** The minutes of Oct. 25 were accepted unanimously. Minutes of Nov. 17 accepted as amended unanimously. There was a discussion about whether to record meeting discussion in the order it took place or to group it by topic. Pat agreed to try grouping by topic in the minutes.

**Adjournment:** The meeting adjourned at 9:06 PM.

Respectfully submitted, Patricia Holland, Clerk

Documents provided:

1. Agenda
2. Minutes of October 25 and November 17, 2011
3. Last year's checklist, "FY2013[sic] Annual Town Meeting, April 30, 2011, Checklist"
4. TMCC Tasks Before Town Meeting by Mary Streeter
5. Town Meeting Event Evaluation Form
6. Evaluation Results of Warrant Review, Precinct Meetings, and Bus Trip, compiled by Mary Streeter
7. Mary Streeter, Questions for Kris Pacunas 11/22/11 plus his responses